

27 December 1961

MEMORANDUM FOR: SA/AD/CR

SUBJECT : Searching for Information

Attached are suggested revisions to pages 12, 13, and 20 of the subject publication which relate to the Document Division.

  
Chief, Document Division

25X1A9a

Attachment: (1)  
As stated above.

Attachment

Searching for Information - Page 12 and 13

**THE DOCUMENT DIVISION (DD)**

Document Division serves as the central and controlling point for the receipt, dissemination and indexing of information and intelligence reports (except special source) received by OCR for CIA.

**DISSEMINATION**

Disseminates about 350,000 information and intelligence reports (approximately 4.5 million copies) each year. These copies are disseminated according to requirements levied by CIA components and in the case of CIA reports by outside agencies.

**TOP SECRET CONTROL**

Maintains the Central Top Secret Control Office and provides procedural guidance and central reference facilities for Top Secret intelligence documents.

STATSPEC

**INDEXES FOR INTELLOFAX**

Indexes for the Intellofax System the subject matter and the area involved of selected intelligence information reports on the basis of the Intelligence Subject Code (ISC). The Intellofax System furnishes bibliographic references for those reports which contain indexed information pertinent to a specific request and will provide the desired documents either for viewing or in hard copy. Certain categories of reports indexed elsewhere are not indexed in the Intellofax System; neither [REDACTED] Daily Reports, cables and open literature.

**MAINTAINS ISC**

Maintains the Intelligence Subject Code for the Committee on Documentation, USIB.

**COMPILES AND PUBLISHES IPI**

Compiles and publishes the Intelligence Publication Index (IPI) which is a current, cumulative guide to selected intelligence articles and finished intelligence studies available in the CIA Library. Monthly issues and semi-annual cumulations are distributed for retention.

**RELEASE OF CIA PRODUCED INTELLIGENCE**

Serves as the channel and office of record for the release of CIA produced intelligence documents (except special source) to other government agencies [REDACTED]

**SECRET**

Searching for Information - Page 12 and 13 (cont'd)

Contact Document Division for information on:

Dissemination of Intelligence Documents

Top Secret Control or TS Documents

Indexing for Intellofax

The Intelligence Subject Code

The Intelligence Publications Index

Release of documents to other governmental agencies

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25X1C

Directory - Page 20

|                        |      |        |    |
|------------------------|------|--------|----|
| Document Division (DD) | 7648 | GH0922 | HQ |
| Analysis Branch        | 5310 | GH0916 | HQ |
| Control Branch         | 7378 | GH0924 | HQ |
| Top Secret Control     | 5812 | GH0906 | HQ |

**SECRET**